

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

FOR AGENCY USE Application Date Application Number	1. Agency Address Georgia Department of Education Office of Evaluation and Personnel	FOR RECORDS Application Number	MANAGEMENT USE
	Office of Evaluation and Personnel	Application Number	
Application Number	Development, Assessment Division		88-30
Application Number	Student Assessment and Test Development 1870 Twin Towers East, Atlanta, GA.30334	MAY 3 1988	JUN 3 0 1988
2. Person to Contact	Working Title		Telephone Number
Stan Bernknopf	Director		656-2661
	Schedule; record will continue to accumulate.		
c.	-	le: 🗆 Void	
4. Dates of Series	5. Records Series Title (followed by title used in office; if dit		
Earliest Latest			
1971 Current	Test Score Summaries for CAT (California What is the function of the Division and the Office in		
of assessment involving Their vital role of a by the Georgia General legislation. Beginning the norm-referenced a parents, educational administrators, the Gata is used for diagram teachers, evaluating services and staff are Student Assessment is and providing staff of T. Record Series Description Documents relating to: As Kindergarten Student	at and Test Development Unit is responsible ing all public schools and students in all assessment for accountability in the educated Assembly in 1974 APEG legislation and 19 in 1971 the Student Assessment Unit was and criterion-referenced tests and providing decision-makers, including teachers, local deneral Assembly, State Board of Education gnosing needs of individual students, communicurriculum and instruction allocating fund and evaluation of the progress of each school also responsible for developing tests, and evelopment to local school staff, state start and the samples of the file. This file contains the following documents (include form numerical files) and the samples of the file. Test Scores for each individual school and gia.	grades K-12, ional process 85 QBE(Quality responsible for ginformation administrator and the generalizating with s for remedial and system alyzing and daft and developmers and titles, if a chievement Testill Company.	except Grade 5. was recognized y Basic Educatio or administering to students, rs, state al public. Test parents and l education, in the state. isseminating dat oping policies. enyl: st) given to
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File is arranged: Chronol alphabetically by i	ogically by School Year, Alphabetically by ndividual school.	School System	m, thereunder
8. Monthly Reference Rate	How often are records referred to which are:		10
One to six months old	$\frac{20}{20}$; Seven to twelve months old $\frac{20}{20}$; Thirteen to	twenty-four month	ns old 10 ;
One to six months old twenty-five months and old	$\frac{20}{2}$; Seven to twelve months old $\frac{20}{2}$; Thirteen to	twenty-four month	ns old <u>10</u> ;
One to six months old	$\frac{20}{2}$; Seven to twelve months old $\frac{20}{2}$; Thirteen to		ns old;

	If not, where is it?				
b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.					
X c. Is this a vital record?					
X d. Does this series have historical or long term research value?					
e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these X documents be scheduled separately?					
X f. Is the information contained in this series ever published? If yes, attach copy, Student Assessment Annual Summary					
g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?					
X If yes, attach copy. "Student Assessment Annual Summary" and "Student Assessment in Georgid"					
h. Is there a duplication of this series in your office, or in another office or agency? X					
X i. Is this series (or a major portion of it) regularly microfilmed?					
X j. Does the record series result in a computer printout?					
11. Retention Requirements	The following	requires the series to be kept:			
a. State Law	years	d. Audit period			
b. Statute of limitation	years				
c. Federal law	years				
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Attach copy or excert of la	ws or regulations. Explain	administrative need. npensatory Education, Speci	al Education Chanter I		
and Curriculum Serv	vices analyze stat	istics to establish program	needs. Records are		
also open to the p			needs needs and		
arso open so one p	,2,,,0,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	•	·		
12. Approved Disposition Instr	uctions This agency re	commends that the file series be cut off	at the end of each:		
,	- ·	ear; D Fiscal Year; 🖄 OtherSo			
M		_ (*8/15	/yr thru 8/14/yr)		
Hold in the current files		year (s), then	7 <u>37</u> tin u 0/14/ <u>31</u> /		
☐ Transfer to local holding ☐ Transfer to State Recor					
Destroy.	us Center; noid	year(s); then			
☐ Transfer to State Archiv	es for permanent retention				
Other (Specify)	•				
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These instructions apply to	all prior and future accum	ulations of the series.			
These instructions apply to	all prior and future accum	ulations of the series.			
			Signature) Date		
These instructions apply to		Records Management Officer (S			
Agency Head/Designee (Signat			Signature) Date 4/28/38		
Agency Head/Designee (Signat	ture) Date	Records Management Officer (S	4/28/38		
Agency Head/Designee (Signat	ture) Date	Records Management Officer (S	4/28/38		
Agency, Head/Designee (Signate Signate	ture) Date	Records Management Officer (S	4/28/38		
Agency, Head/Designee (Signate Signate	State Auditor/Designe	Records Management Officer (S Yukin, Pakan State Records Committee	4/28/38		
Agency, Head/Designee (Signate Signate	Date 111 79/8	Records Management Officer (S Yukin, Pakan State Records Committee	4/28/38		
Agency, Head/Designee (Signate Signate	State Auditor/Designe	Records Management Officer (S State Records Committee Coducated Welder	4/28/38		
Agency, Head/Designee (Signate Signate	State Auditor/Designe	Records Management Officer (S State Records Committee Coducated Welder	4/28/38		

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